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Approved For Release 2002/05/02 : CIA-RDP78-04718A001100160006-8

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IR-6-3074

NOV 27 1962

MEMORANDUM FOR: Chief of Logistics

SUBJECT: Publication of Notice [REDACTED], Employee Services - Extension of Final Closing Date of 1955 Community Chest Campaign

25X1A

1. The publication of Notice [REDACTED] was not completed in time to be effective although those concerned with processing it were made aware of the need for special treatment.

2. The initial delay occurred between the 4th and 10th of November. On 4 November the Community Chest Federation extended the closing date of the Campaign. It was not until 10 November that the Office of Personnel requested publication of this fact and the extension of the Agency Campaign.

3. The Regulations Control Staff received the proposed Notice on 10 November and began processing for publication; 11 November was a non-work day. Authentication of the Deputy Director (Administration) was given by telephone Friday, 12 November, in the morning, followed by written authorization at 1030 hours. The finalized form was dispatched to the Printing and Reproduction Division by special courier at 1330 hours on 12 November and delivery was requested for Monday, 13 November.

4. On the morning of Monday, 13 November, the Regulations Control Staff followed up with the Printing and Reproduction Division; delivery was promised that day.

5. On the morning of Tuesday, 14 November, the Regulations Control Staff again followed up with the Printing and Reproduction Division and delivery was promised that day.

6. On the morning of Wednesday, 15 November, the Regulations Control Staff again followed up with the Printing and Reproduction Division and delivery was promised for 1100 hours. Records Integration, Foreign Intelligence Staff, and the Records Center were contacted by Regulations Control Staff and requested to speed immediate distribution when they received the material. On the morning of 17 November 2700 copies were delivered to Records Integration and 2400 copies were delivered to the Records Center, and distribution was then effected.

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. . . In spite of the last minute priority, most employees did not get the notice until 18 November, the last day of the Campaign - and too late to be very effective.

If we attempt to hold to a minimum the requests for special action or administrative type notices such as this, believing that those in charge of production can best schedule their work if unhampered by inordinate demands for priorities from the using offices. In a case such as this, however, which requested action of those to whom the notice was directed by a positive date, I feel that more attention should have been given to expediting delivery. It should be noted in this regard that the Regulations Control Staff at least three times called attention to the need for speedy publication of this notice if it was to be effective.

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L. K. WHALEY
Deputy Director
(Administration)

cct: Assistant Director for Personnel
Inspector General
Chief, Management Staff

SA/DD/A:RBS:hh (24 Nov 54)

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1 - DD/A subject ✓

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